

**CITY OF SEABROOK
PARADE, CARNIVAL, SHOW, FESTIVAL,
SPECIAL OR COMMUNITY EVENT
APPLICATION**

Date of Application: _____ Name of Applicant: _____

Full Address of Applicant: _____

Day Time Phone (____) _____ Night time phone (____) _____

e-mail address: _____

Name of Organization, Firm or Corporation on whose behalf this application is made: _____

Address of Organization (if different from above): _____

City _____ State _____ Zip Code _____

Phone Number of Organization (if different from above): (____) _____

Is the organization recognized as a non-profit organization for tax purposes? _____

Requested Date(s) and Times of the Event: _____

Location of the Event: _____

Give a brief description of the event: _____

Estimated No. of Workers _____ Estimated No. of Attendees _____

Will the event be held in a parking area? _____. If so, how many parking spaces will be temporarily lost? _____.

How many parking spaces are you providing for the event? _____

Will any portion of this event be held on city property? If so, where? _____

Will alcohol be served? _____. If so, you are required to pay an additional deposit if you wish to serve alcohol on city property. You must also contact the Texas Alcoholic Beverage Commission.

Will admission be charged for this event? _____

Do you want to display temporary signs or banners to advertise this event? _____

Number of signs for this event _____ Complete the sign permit application attached to the packet. **Please note that signs may only be displayed on private property, with the property owners' permission and with a city permit. Signs are not permitted in any street rights-of-way.**

If this event is a parade, please answer the following additional questions.

Proposed Route (Attach Map): _____

Estimated number and kind of animals to be used: _____

Estimated number of parade participants including, animals and riders, bicycle riders, animal-drawn vehicles, floats motor vehicles, motorized displays and marching units or organizations, such as bands, color-guards, and drill teams:

THIS SECTION NEEDS TO BE COMPLETED IN ORDER TO PROCESS YOUR APPLICATION.

This application has been reviewed by the Seabrook Police Chief or designee and the signature below verifies that adequate provisions for security have been made by the applicant.

Print name
Police Department Representative

Date Approved

Signature
Police Department Representative

Comments: _____

I have enclosed the following items as part of my application:

1. A completed application form including approval by the Seabrook Police Department.
2. Permit fee in the amount of \$ 50.00. (Non-profit organizations may substitute a letter of request to the City Council requesting a waiver of the permit fee.
3. If event is a parade a deposit fee of _____ is included. Deposits are not waived.
4. A certificate of insurance, naming the City of Seabrook as certificate holder. This insurance provides protection of not less than \$100,000 against liability for damages to property and protection of not less than \$100,000 for protection of injury to the death of one person and of not less than \$300,000 for protection against injury to death of two or

more persons in a single accident or occurrence. (A sample certificate of insurance is enclosed.)

5. For special events, a site plan is attached as required by the Code of the City of Seabrook, Section 4.07. (See attached excerpt.)
6. For parades, a map showing the parade route is attached.

NO APPLICATION WILL BE ACCEPTED UNLESS ALL ITEMS LISTED ABOVE ARE PROVIDED.

As applicant, I certify that all information contained in this application is true and correct to the best of my knowledge. I state that I am fully authorized to act and contract for any persons, organizations, firms or corporations on whose behalf this application is made. As applicant for the above organization, I do contract and agree that they will jointly and severally, indemnify and hold the City of Seabrook harmless against liability for any and all claims for damage to property or injury to or death of persons arising out of or resulting from the issuance of the permit or the conduct of the participants. As applicant, I understand that I may be held liable as principal in place of the organization for the cost of cleaning or repairing city property which may have sustained damage as a result of the special event. I understand that a special events permit may be issued for no more than five consecutive days. If the permit is granted, I, as representative, agree to adhere to all city ordinances regarding the special event.

I understand that if I am applying to use a city park, community house or other city facility to hold this event, additional applications and fees will be required.

I understand that all required applications, accompanying documents and fees must be submitted to the City Secretary's Office at least 30 days prior to the date of the event, and that the event may not be held without approval of the Seabrook City Council. I have read and have agreed to the above conditions.

Signature of Applicant

Printed Name of Applicant

Date Submitted

FOR OFFICE USE ONLY

Reviewed by City Secretary Date

If applicable: Fire Marshal notified _____ Building Official Notified _____ City Mgr _____

This application has been reviewed by the Seabrook City Council on _____
and has been APPROVED DENIED.

The following conditions are placed upon this event: _____

PRODUCER
CRAIG INSURANCE AGENCY
P O BOX 890088
HOUSTON TX 77289-0088

PHONE: 281-488-2733
FAX: 281-488-9739

INSURED
BAYSIDE AREA LITTLE LEAGUE
P O BOX 357
SEABROOK TX 77683

AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS
CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE
AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY A: BURLINGTON

COMPANY B:

COMPANY C:

COMPANY D:

COMPANY E:

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

PSR/UTB	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	B0179G412040	MAR 27 99	MAR 28 99	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any One Fire) \$ exc
	<input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR				MED. EXP (Any One Person) \$ exc
					PERSONAL & ADV INJURY \$ exc
					GENERAL AGGREGATE \$ 1,000,000
					PRODUCTS-COMP/OP AGG. \$ exc
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE \$
	<input type="checkbox"/> HIRED AUTOS				
	<input type="checkbox"/> NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AOG \$
	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
					\$
					\$
					\$
					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS \$
					OTH \$
					E.L. EACH ACCIDENT \$
					E.L. DISEASE EA EMPLOYEE \$
					E.L. DISEASE POLICY LIMIT \$
	OTHER:				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

CERTIFICATE HOLDER

ADDITIONAL INSURED, INSURER LETTER:

CANCELLATION

CITY OF SEABROOK
1700 1ST STREET
SEABROOK TX 77688
FAX 281 291 6890

Attention: MICHELLE GLASER

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Bill Taylor

Certificate # 121

Sec. 4.07. Special events.

4.07.01. Special events defined: Any temporary activity or event involving any public show, exhibition, street dance, carnival, circus, concert, fair, festival, trade show, or amusement of any kind outside the confines of a building or permanent structure.

4.07.02. Compliance and site plan required: Special events shall conform to all city codes and regulations. A site plan for such special events shall be submitted to the city council for review not less than 30 days prior to the start of such events. The site plan shall be drawn to scale and depict as a minimum:

- A. The traffic circulation in the vicinity of the site including entrance and exit arrangements and on-site circulation;
- B. Parking arrangements for the event; and
- C. The location of all facilities and equipment supporting the event.

The site plan shall be accompanied by a written explanation of the purpose of the event and how the event will comply with applicable city codes and regulations.

4.07.03. Permit duration: Each special event shall be limited to five consecutive days of operation. Continuous or revolving use of property for special events not otherwise provided for in this ordinance is prohibited and shall be grounds for denying a request. The activity or event shall meet the intent of the zoning ordinance and operate so as not to adversely affect other property or persons in the vicinity of the site.

4.07.04. Optional restrictions authorized: Restrictions may be placed on special events by the director of administration [city manager] to ensure compatibility with surrounding land uses. These restrictions include, but are not limited to, the following:

- A. Hours of operation;
- B. The location of facilities and equipment;
- C. The provision of adequate traffic circulation and parking;
- D. Provision for public safety; and
- E. Provision for proper health and sanitation.

4.07.05. Storage/portable structures: Storage/portable structures shall be located in accordance with the directives of the code enforcement officer.

RESOLUTION NO. 94-12
ESTABLISHING A DEPOSIT AND FEE SCHEDULE FOR PERMITTED PARADES

WHEREAS, the City Council of the City of Seabrook has established by ordinance rules for securing parade permits and for the conduct of such parades; and

WHEREAS, the City Council has also determined that deposits and fees for such parades may be established and amended by resolution; and

WHEREAS, the City Council has reviewed and considered these fees, now, therefore,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SEABROOK, STATE OF TEXAS:

THAT, effective immediately, the following deposits and fees are established for all parades held within the City of Seabrook. The application fee and cleaning deposit are due and payable at the time the application for a parade permit is submitted to the City Secretary for approval. Payment for police officers' overtime pay is due when the permit is approved by the Chief of Police.

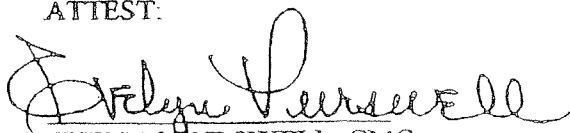
- | | | |
|------|--|-----------|
| I. | Application Fee (non-refundable): | \$ 50.00 |
| II. | Deposit for Clean-up | |
| | up to & including 200 parade participants | \$200.00 |
| | 201-500 parade participants | \$ 300.00 |
| | 500+ parade participants | \$ 500.00 |
| III. | An additional fee equal to overtime pay necessary for police officers on duty will be charged. The Chief of Police shall determine the number of police officers needed. | |

AND IT IS SO ORDERED.

PASSED THIS 3 DAY OF May, 1994


LARRY KING, MAYOR

ATTEST:


EVELYN PURSWELL, CMC
CITY SECRETARY

Sign Permit CITY OF SEABROOK

Applicant to complete all numbered spaces. Incomplete applications will not be processed.

Site Address			
1			
Sign Owner	Mail Address	Zip	Phone
2			
Contractor/ Installer	Mail Address	Zip	Phone
3			
Type of Sign			
4			
Describe purpose of sign (ie. election, special event, etc.)			
5			
Project Value		Approved by	

Issuance of this permit all allows for on-site inspections during the time of construction until the time of the final inspection.

DESCRIPTION OF SIGN

Total Height		TYPE OF LIGHTING	
Total square feet of faces of one face:		Internal Diffused	<input type="checkbox"/>
Total square feet of all faces:		Indirect	<input type="checkbox"/>
Minimum clearance beneath sign:		Neon	<input type="checkbox"/>
TYPE OF SIGN (please check all that apply)		Directly Lighted	<input type="checkbox"/>
Freestanding	<input type="checkbox"/>	MATERIALS	
Roof mounted	<input type="checkbox"/>	Foundation:	<input type="checkbox"/>
Building mounted	<input type="checkbox"/>	Sign Board:	<input type="checkbox"/>
Shopping Center ID sign	<input type="checkbox"/>	Support Structure:	<input type="checkbox"/>
Permanent	<input type="checkbox"/>	Face Material	<input type="checkbox"/>
Temporary	<input type="checkbox"/>	*Signs in right-of-ways and easements are prohibited and will be removed at the owner's expense*	
Conventional	<input type="checkbox"/>		
Spectacular	<input type="checkbox"/>		

* Please attach drawings of sign specifications for permanent signs *

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of the laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or performance of construction.

Signature of contractor or Authorized Agent

Date

Signature of Owner (if owner is builder)

Date

CITY OF SEABROOK
COMMUNITY DEVELOPMENT DEPARTMENT
1700 FIRST STREET
SEABROOK, TEXAS 77586
PHONE #: (281) 291-5669 FAX #: (281) 291-5690

PLEASE LIST LOCATIONS OF ALL TEMPORARY SIGNS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____